



Supporting LGBTI+
Young People in Ireland

Board Member Recruitment Pack

Table of Contents

Table of Contents	1
Welcome from the Chairperson of the Board of Trustees.....	2
About BeLonG To Youth Services	3
The Role of the Board of Trustees	3
The Role of Individual Board Members / Trustees	4
Composition.....	5
Staff Representation on the Board	5
Term Limits	5
Time Commitment.....	5
Remuneration/ Expenses of Trustees	6
Responsibilities of Members	6
1. Values and Principles	6
2. Clarity of Direction	7
3. Accountability	7
4. Human Resources	7
5. Liaison.....	8
6. Teamwork	8
How to Apply	8
Knowledge, Skills, and Experience	9
Other Information.....	10
The Protection & Safeguarding of Children and Vulnerable Adults.....	10
Confidentiality	10
Conflicts of Interest and Loyalty	10
Non-Compete/ Non-Solicitation	10
Data Protection and Privacy	10
Misc.	11

Welcome from the Chairperson of the Board of Trustees

August 2021

Dear Applicant,

Thank you for your interest in becoming a Board member of BeLonG To Youth Services. I hope you will find this recruitment pack informative and of value in supporting your decision to join the Board of Trustees.

Our Board is united in its passion for improving the health, safety, and equality of LGBTI+ young people through a sustainable and excellently run professionally based Charity. Last year the Board of Trustees won the 'Board of the Year Award' in the Charities Excellence Awards.

We are currently looking for motivated and committed individuals who share the Charity's values and bring experience and expertise at a strategic level in one or more of the following areas:

- Youth Work, Community Development, or related fields.
- Research and academia
- Communications / Public Relations
- Public Affairs / Advocacy
- Education Sector knowledge and experience
- Legal
- Fundraising

A strong profile in the third, public, or corporate sector would be advantageous.

Successful applicants will be expected to undergo induction training prior to commencing in their role as a Board Member / Trustee.

We encourage applications from all sections of society however we would be particularly interested in applications from individuals who identify as Transgender, Non-Binary, disabled people and people coming from a BAME background.

If you are interested then please read the rest of this pack with further information on the organisation, what the role entails and how you can apply.

In Pride,

Nikki Gallagher

Chairperson of the Board of Trustees

About BeLonG To Youth Services

BeLonG To Youth Services is the largest youth and community-based organisation for lesbian, gay, bisexual, transgender, and intersex (LGBTI+) people in Ireland. It was established as a national charity in 2003.

The charity's **vision** is a world where LGBTI+ young people are equal, safe, and valued in the diversity of their identities and experiences. Its **mission** is to support LGBTI+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

We suggest that before you complete your application form that you visit our website www.belongto.org where you can view many aspects of our work including our annual impact reports.

The charity's **values** as those of Inclusion, Integrity, and Respect in an environment of Honesty and Openness. Our purpose is to create a Welcoming, Supportive, Safe and Fun space for LGBTI+ young people. We are committed to Collaboration and Youth Participation. We believe in Solidarity and Intersectional Equality, and our work focuses on Human Rights and Social Justice. We are dedicated to Continuous Improvement in everything we do.

BeLonG To's activity is grouped into five themed internal areas of work (Youth Work Matters, Building Safe Spaces, Empowering Allies, Campaigning for Change, and Organisational Development & Learning).

The Role of the Board of Trustees

The role of the Board of Trustees is to oversee the business of the Charity as per the Constitution. It is the organisation's policy body that sets checks and balances, and individually and collectively, it is the Board Members / Trustees that have ultimate responsibility for the organisation.

It is therefore committed to its policy making role within the context of a best practice model of good governance. There are two fundamental parts to the role of the Board of BeLonG To, firstly to lead and secondly, to control the organisation as follows:

- Provide and build leadership
- To set the mission and purpose of the organisation
- To strengthen the image of the organisation
- To strengthen the effectiveness of the Board and its appointed officers

- To develop and monitor the implementation of the strategic plan in consultation with stakeholders including young people and staff
- To secure the necessary resources for the effective implementation of the strategic plan
- To meet all legal obligations placed on the organisation
- To be accountable to other stakeholders (funders, members, young people, staff and the public) for their stewardship of the organisation
- To support and monitor the performance of the CEO through an annual performance review
- To support the CEO and the staff in their roles in running the organisation on a day-to-day basis
- To actively participate in advancing the mission of the organisation through sharing of expertise and network.

The Role of Individual Board Members / Trustees

Board Members should contribute appropriately and effectively at Board Meetings. No individual Board Member (including the Chairperson) should dominate debates or exercise an undue influence on decision-making.

Board Members should support the Chairperson in their efforts to conduct Board business in an efficient and effective manner. However, Board Members should not hesitate to challenge the Chairperson if they feel that a decision has been taken without a full and proper debate or is illegal or ultra vires.

Board members are expected to bring their resources and expertise to bear on the attainment of the organisation's vision, advancement of its mission, while respecting the organisations values.

The Board Members:

- may be asked to represent BeLonG To on committees, at events, or on State or other boards;
- are required to publicly support the policy positions and services developed and provided by BeLonG To;
- shall act as ambassadors for the organisation as required by the CEO or Chairperson;
- may seek any support or advice from the CEO/ Staff team through the CEO and copying the Chairperson into that communication.

Composition

The Board of Trustees (Board) of BeLonG To Youth Services is a body of elected or appointed individuals (Board Members) who jointly oversee the activities of the organisation.

The Board shall contain a minimum of three and a maximum of ten Directors.

Staff Representation on the Board

Charity law specifically prohibits a Board member from deriving a salary or payment for their role as a Board member of a charity, this precludes staff representatives on the Board.

While both the CEO and Company Secretary (who is ordinarily a senior staff member) attend the Board meetings they are not members of the Board and have no vote.

Other members of the staff team are invited to attend Board Meetings and Subcommittees as necessary. While at a Board meeting staff have no voting rights but have the right to speak. While at Subcommittees the terms of reference of the relevant committee specifies whether staff have voting rights or not.

Term Limits

The members of the company when updating the constitution on 06- 09- 2017 implemented term limits in line with the guidance issued by the Charities Regulatory Authority. The provision was grandfathered in meaning that the clock on a term limit for existing Directors started ticking on that date. A term limit of three consecutive terms of three years (for a 9-year total) was chosen.

Time Commitment

The Board Meetings take place every 6 weeks at 16.30 to 18.30hrs via Zoom or Microsoft Teams currently, until Public Health Guidelines allow for meetings in person. In person meetings are held in Dublin city centre. There are therefore 8 meetings a year and they are scheduled at the end of every calendar year.

The Board also hosts an annual away day (one overnight) which is scheduled at the start of the year. There is an expectation that each Board member will also serve on at least one of the board subcommittees. On average subcommittees meet once per quarter but may meet more frequently as needed.

Overall, the time commitment equates to approximately 10 – 12 hours per month.

Remuneration/ Expenses of Trustees

Board membership of BeLonG To Youth Services is a voluntary position for which no remuneration shall be paid at any time. This is explicitly stated in the Articles of Association of the organisation and outlawed by the Charities Act 2009. Board members are entitled to reimbursement of vouched expenses for travel to or from any meetings related to the discharge of their duties as a Director.

Expense claims must be submitted in writing, in accordance with the organisations expense policy and approved by the Chair of the Board in advance of submission. Incomplete, inaccurate, and unsigned claims will not be processed or paid.

The details of expenses paid to Board members in accordance with SORP will be published annually in our annual financial statements and annual report.

Responsibilities of Members

In addition to its regulatory, contractual, and legal responsibilities, the Board has six core duties as outlined below:

1. Values and Principles

The Board must safeguard and promote the values and principles at the heart of BeLonG To Youth Services.

This means that the Board and each of its members should:

- Familiarise themselves with the objects, values, and ethos of the organisation;
- Ensure that BeLonG To Youth Services has an up-to-date mission statement and defined principles that underpin its operations;
- Ensure that BeLonG To Youth Services adheres to its values, in terms of deciding and implementing priorities.

2. Clarity of Direction

The Board must ensure that BeLonG To Youth Services has clear direction, plans, structure and resources for its present and future work.

This means that the Board will:

- Ensure that the organisation has a clear, informed and up to date framework for the direction of the work in the form of a strategic plan;
- Ensure that the organisation has the resources to meet its commitments; for example, through funding agreements;
- Ensure that there are internal arrangements for managing performance of employees and volunteers.

3. Accountability

The Board must ensure the organisation has policies and procedures in place to operate in a responsible and accountable manner.

This means that the Board will:

- Ensure that BeLonG To Youth Services has a clear and lawful structure for its governance and management; that is run responsibly and according to the governing document (Memorandum and Articles of Association); and that it complies with all the relevant laws and requirements of regulatory bodies;
- Ensure that BeLonG To Youth Services creates and reviews procedures for managing risk, finances and staff;
- Ensure that BeLonG To Youth Services invites scrutiny by, and accounts accurately to, funders, regulators, members and other stakeholders, for both its activities and its financial affairs.

4. Human Resources

The Board must seek to have and maintain good relationships between the Board, staff, and volunteers.

This means that the Board will:

- Invest in ways of working that enhance communication and coordination between Board, staff, and volunteers;
- Make certain that arrangements for supporting and overseeing the activities of staff and volunteers are in place;
- Deal with concerns about the behaviour or performance of staff and volunteers in accordance with proper procedures outlined in the staff and volunteers Handbook.

5. Liaison

The Board must establish and maintain links with key stakeholders and associated organisations.

The Board will:

- Ensure that BeLonG To has the required relationship with service users, members, funders, government departments;
- Actively safeguard the good reputation of the organisation;
- Provide BeLonG To with information about opportunities and threats in the external environment, including appropriate feedback on the reputation of the organisation.

6. Teamwork

The members of the Board must work together in a spirit of mutual respect, co-operation and always with a commitment to protecting and furthering the values and objectives of BeLonG To Youth Services.

This means that the members of the Board must:

- Understand their role, responsibilities and liabilities, including responsibilities for officers such as Secretary and Treasurer
- Invest in well-run meetings with helpful paperwork and proper recording
- Ensure that new members are given full induction and have the necessary training and support to perform their role
- Participate in a yearly Board Review Process (see section 10.1)
- Respect each other and have constructive arrangements for responding to disputes and complaints about each other

How to Apply

Please send your CV and a covering letter to secretary@belongto.org. This should state why you are interested in joining the Board of Trustees and what skills and experience you could bring to the Charity. Your covering letter should identify any conflicts of interest or loyalty that may arise if you were appointed to the Board of the Charity.

The **closing date for applications** is **12 noon** on **Monday 20th of September 2021**.

Who can apply?

To be a Board Member / Trustee you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying you cannot be a Director of a Company or Trustee of a Charity). Further information is available at www.cro.ie and www.charitiesregulator.ie
- be 18 or over.
- be willing to undergo Garda Vetting, (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

What happens next?

- The Governance and Quality committee will consider all applications received against the person specification set out below and will shortlist those applicants who best meet it. Shortlisted candidates will then be contacted and invited to an informal interview (more than a chat, less than a formal interview).

***** Please note that canvassing will disqualify *****

Knowledge, Skills, and Experience

Essential:

Experience in one or more of the following sectors:

- Youth Work, Community Development, or related fields.
- Research and academia
- Communications / Public Relations
- Public Affairs / Advocacy
- Education Sector knowledge and experience
- Legal
- Fundraising

Desirable:

- Knowledge of the third / charitable sector.
- Knowledge of LGBTI+ identities and lived experience.
- Prior experience serving as a trustee/ board member of a registered charity.

Other Information

The Protection & Safeguarding of Children and Vulnerable Adults

BeLonG To Youth Services has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to always follow this policy and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to always maintain the very highest standards of confidentiality.

Conflicts of Interest and Loyalty

A condition of taking up the voluntary role on the committee by successful candidates will be to declare any conflicts of interest or loyalty in accordance with the charity's policies and to keep the Company Secretary informed of any changes in your personal circumstances that might give rise to a real or perceived conflict of interest or loyalty.

Non-Compete/ Non-Solicitation

A condition of taking up the voluntary role on the committee by successful candidates will be to sign restrictive covenant commonly known as non-compete and non-solicitation clause.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with BeLonG To Youth Services we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by BeLonG To Youth Services are set out in our [data protection policy](#).

Misc.

BeLonG To Youth Services will not be responsible for refunding any expenses incurred by candidates.